

Simplified PDF Document Submittal Checklist

In order to decrease the possibility of rejecting an application, or related documentation, when it is submitted electronically, the applicant should open the PDF document and may use the following process to verify if the PDF document meets NRC's submission requirements:

1. Check for Fast Web View Enabled (any documents > 10MB in size:
 - a. From the main menu, select **File > Document Properties** or click on the right arrow above the vertical scroll bar and select **Document Properties**.
 - b. Under the **Description** tab, on the lower right corner, verify **Fast Web View** is set to 'Yes'. If not, enable it by running one of the batch sequences from **Advance > Batch Processing**, or re-save the PDF file (depending on the preference settings), or just re-PDF the document.
 - c. Click **OK** to close **Document Properties** window.
2. Check for Hidden Text (text searchable or OCRRed):
 - a. Click the **Select** button on the **Tools menu**. Place the mouse cursor on the first character of the very first page. With the left-mouse button pressed, drag downward through the pages until you get the last character, or simply press **Ctrl+A** to highlight all the text on all pages.
 - b. If the text is highlighted, it means the text has been OCRRed correctly and that there is hidden text (searchable text). If, however, the whole page has a blue box, this means the OCR process has not been run (no hidden text), and the OCR process needs to be run.

Note: If **Ctrl+A** is used, a warning message will appear if OCR process has not been run. At this time, you have the option of running the OCR process. Click **OK**. You can also run the OCR process on the entire document by going to the main menu, click on **Document > Recognize Text Using OCR > Start**. Choose **All pages/Current pages/From page x-x**. (Adobe 7.0 Pro)
3. Check for Embedded Fonts:
 - a. From the main menu, select **File > Document Properties** or click on the right arrow above the vertical scroll bar and select **Document Properties**.
 - b. Click the **Fonts** tab and verify that all fonts in the '**Fonts Used in this Document section**' include (Embedded Subset) at the end. You can also use the Preflight function and see if Preflight reports any errors relating to Embedded Fonts.
 - c. If the fonts are not embedded, follow the instructions in the "Desk Reference Guide for PDF Document Generations" to ensure the fonts are embedded.
 - d. Click **OK** to close **Document Properties** window.
4. Check for 300dpi on scanned pages:
 - a. From the main menu, click **Advanced > Preflight**.
 - b. Select the right profile, i.e., NRC-10CFR1_7 (pre-configured Distiller profile can be downloaded from <http://www.nrc.gov/site-help/eie.html>), or create profiles manually by following instructions in the "Desk Reference Guide for PDF Document Generation."
 - c. Click **Execute** to start checking the document for errors, including fonts embedded, Adobe version, image compression, etc.).

- d. Make note of any scan image(s) that is < 300dpi and re-scan them at 300dpi or greater.